|  |  |
| --- | --- |
| **Admin and PA to the Senior Leadership Team, 32.5 hours per week, term time only plus 2 weeks, permanent contract** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Tees Valley Collaborative Trust, based in the North East of England, is a well established organisation with social inclusion, educational excellence and widening participation at the heart of its values. [www.tvc.ac.uk](http://www.tvc.ac.uk)

We are seeking to appoint a Personal Assistant who will provide an exceptionally high standard of confidential secretarial and administrative support to the Head of Centre and the Senior Leadership Team at the Stockton Sixth Form College campus.

You will be an experienced secretary with a flexible and adaptable approach to work. You will have excellent communication and organisational skills and be experienced in using Microsoft Office packages and information systems.

Working patterns can be discussed at interview.

Start Date: Immediate start available

**Salary and Benefits Information**

Salary Scale: SFCA Support Staff Pay Spine Point 17-19 (FTE £31,342 - £33,487 per annum)

Actual starting salary: £26,366.46 per annum based on spine point 17 (including holiday pay)

Employee Benefits include:

* Membership of the Local Government Pension Scheme for all our support staff
* Opportunities for training and professional development
* Childcare Vouchers
* Cycle Scheme
* On-site canteen for both staff and students
* Free on-site parking
* Discounted nursery provision on the Prior Pursglove College site (available to all Trust employees)

**Application Details**

Closing Date: noon on Monday 20th January

Interview Date: w/c 27th January

An application pack can be downloaded from <https://www.stocktonsfc.ac.uk/college-information/vacancies/>. Please contact the HR Department at HR@tvc.ac.uk for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

We are an inclusive employer and we actively encourage applications from people from diverse and underrepresented backgrounds and if you need any assistance with your application in terms of reasonable adjustments, please let us know.

**Safer Recruitment**

Tees Valley Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**TEES VALLEY COLLABORATIVE TRUST**

**PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**

Church Walk

Guisborough

TS14 6BU

Tel: 01287 280800

Email: HR@tvc.ac.uk